

Utah Department of Transportation



Local Government Design Process



May 2007

Table of Contents

Local Government Design Process.....	1
Table of Contents	3
Acronyms.....	4
Activity: 01L Project Orientation Meeting	5
Activity: 03L Develop and Execute Cooperative Agreement.....	8
Activity: 05L Form Project Team for Design	10
Activity: 07L Kickoff Meeting	13
Activity: 09L Initial Design.....	16
Activity: 11L Approve Design Exceptions	18
Activity: 13L Prepare Cat-Ex	19
Activity: 15L 30 Percent Review.....	21
Activity: 17L Approve Cat-Ex	23
Activity: 19L 60 Percent Design	24
Activity: 21L 60 Percent Review.....	26
Activity: 23L Modify Cooperative Agreement for Right-of-Way	28
Activity: 25L Final Design.....	31
Activity: 27L ROW Acquisition.....	32
Activity: 29L 90 Percent Review.....	34
Activity: 31L Prepare Advertising Package.....	36
Activity: 33L Review Advertising Package.....	38
Activity: 35L Modify Cooperative Agreement and Obtain Consultant Services for Construction	39
Activity: 37L Advertise Project.....	44

Acronyms

LGAPA	Local Government Agency Project Administrator: The elected official or staff member of the city or county responsible for the completion of the project. All contact with the local government will be made through the LGAPA.
UDOT PM	UDOT Project Manager: The UDOT project manager assigned oversight responsibilities for the project.
UDOT Consultant Services	The UDOT division that facilitates the selection of Consultants and contracting with Consultants once they are chosen.
UDOT LGPE	UDOT Local Government Programs Engineer: The UDOT Local Government Programs Engineer within the Systems Planning and Programming Division.
Design PM	Design Project Manager: The project manager responsible for managing the Design Phase of the project. This is usually the Design Consultant's Project Manager but can be a local government staff member.
FHWA	Federal Highway Administration: The federal agency through which UDOT receives federal money for local government projects.
Cat-Ex	A type of environmental document that neither an environmental assessment nor an environmental impact statement is required because the category of actions do not individually or cumulatively have a significant effect on the human environment and have been found to have no such effect in procedures adopted by a Federal agency.
PDC	Project Design Criteria: http://www.udot.utah.gov/go/pdc
PS&E	Plans, Specifications and Estimate
CM Consultant	Construction Management Consultant: The consultant selected to oversee the construction phase of the project.

Activity: 01L Project Orientation Meeting

TASK	RESPONSIBLE PARTIES	
	UDOT PM	LGAPA
<input type="checkbox"/> Schedule Meeting	X	X
<input type="checkbox"/> Initial project setup	X	
<input type="checkbox"/> Conduct Meeting		X

Schedule Meeting

Schedule this meeting once the STIP is approved.

UDOT PM contacts the LGAPA and requests they schedule an Orientation Meeting. Attendees include:

- ☐ LGAPA
- ☐ LGA Elected official responsible for funding (Mayor, City Council Member, County Commissioner, etc.)
- ☐ LGA Member of Engineering Staff (if available)
- ☐ Consultant (if known)
- ☐ UDOT Project Manager
- ☐ UDOT Central LPA Right-of-Way Manager (cc on ALL projects whether they have Right-of-Way or not)
- ☐ UDOT Local Government Programs Engineer (cc only)
- ☐ MPO or JHC - Representative

LGAPA develops the Agenda. Suggested topics include:

Review project concept

Questions to ask:

Have Utilities been accounted for?

Are easements required for relocations?

Where will the utilities go? Who will move them?

Which utilities are covered by franchise agreements?

Environmental

Is the anticipated document still appropriate?

Right-of-Way

Does the project require additional Right-of-Way?

Are all easements identified?

Slope, drainage, temporary construction, utility, perpetual, etc.

Who will acquire Right-of-Way? (All Right-of-Way must be acquired per the Uniform Relocation Act: please see [Office of Real Estate Services - Uniform Act](#) online as well as the [UDOT Right-of-Way Operations Manual 2006](#).)

Will the LGA acquire the Right-of-Way or will the consultant sub-contract the acquisition?

Design

A Project specific pavement design must be used.

Pavement design must meet Federal requirements.

Design must conform to AASHTO green book requirements.

Any design exceptions anticipated? If so, justify.

Is this project intersecting a UDOT facility?

Review project funding

Approved STIP amount

Local match

Hard Match

Soft Match

Review eligibility requirements for Soft Match

Approval process for Soft Match

Cash flow requirements

When matches will be required

Approximately how much will be required at each milestone

LGA funding approval process

Invoicing approval

Funding change process

Review project Schedule

Initial Target Dates

Review project delivery process

Roles and responsibilities

LGA

UDOT

Consultant

Elements of Cooperative Agreement

Reasonable Progress Policy Liability

Plan on at least four hours to thoroughly discuss these topics.

Initial Project Setup

UDOT PM sets up project in ePM.

Conduct Meeting

LGAPA conducts the meeting and provides agendas, concept reports, draft cooperative agreement, etc. The LGAPA keeps meeting minutes and distributes them after the meeting. Refreshments and/or lunch are the responsibility of the LGA as well. Hold the meeting near the project location to allow for a field review if needed.

Deliverables:

- Project set up in ePM
- Meeting minutes

Activity: 03L Develop and Execute Cooperative Agreement

TASK	RESPONSIBLE PARTIES			
	UDOT PM	LGAPA	UDOT Consultant Services	UDOT LGPE
<input type="checkbox"/> Prepare Draft Cooperative Agreement	X			
<input type="checkbox"/> Prepare LGA Work Plan		X		
<input type="checkbox"/> Prepare, Submit, and Approve Flexible Match Agreement		X	X	A
<input type="checkbox"/> Review and Revise Work Plan	X	X		
<input type="checkbox"/> Process Coop for Signatures	X	X	X	

*A=Approval

Prepare Draft Cooperative Agreement

UDOT PM prepares the Draft Cooperative Agreement in coordination with the LGAPA.

Prepare LGA Work Plan

Applies only if the local government is performing the design. The LGAPA develops the Work Plan for completing the design activities necessary for advertisement for construction of the project.

Prepare, Submit, and Approve Flexible Match Agreement

LGAPA prepares the Flexible Match Agreement if any Soft Match will be used on the project. LGAPA submits the form to the UDOT PM. The UDOT PM forwards Agreement to the LGPE for approval.

Review and Revise Work Plan

LGAPA and UDOT PM review and revise the Work Plan to ensure compliance with UDOT and Federal Requirements.

Process Coop Agreement for Signatures

The UDOT PM provides five original Coop agreements to the LGAPA. The LGAPA obtains the signature on the Coops from the person with signature authority for the LGA. He or she then forwards the Coop to the UDOT PM who processes it for the rest of the required signatures.

Deliverable:

Executed Cooperative Agreement

Activity: 05L Form Project Team for Design

TASK	RESPONSIBLE PARTIES			
	UDOT PM	LGAPA	UDOT Consultant Services	Design PM
<input type="checkbox"/> Obtain Consultant Services	X	X		
<input type="checkbox"/> Negotiate Internal Resources	X			
<input type="checkbox"/> Prepare Scope of Work		X		
<input type="checkbox"/> Review Scope of Work	X		A	
<input type="checkbox"/> Prepare ICE		X		
<input type="checkbox"/> Review ICE and Input into ePM	X			
<input type="checkbox"/> Request Financial Screening	X			
<input type="checkbox"/> Develop Executive Summary				X
<input type="checkbox"/> Develop Work Plan				X
<input type="checkbox"/> Develop Work Schedule				X
<input type="checkbox"/> Submit Cost Proposal		X		X
<input type="checkbox"/> Submit Insurance Certification				X
<input type="checkbox"/> Submit Approval Memo	X			
<input type="checkbox"/> Submit Letter of Concurrence or LG Review Memo		X		
<input type="checkbox"/> Prepare Contract Documents			X	
<input type="checkbox"/> Process Contract for Signatures			X	
<input type="checkbox"/> Send Notice to Proceed			X	

Obtain Consultant Services

Determine which process to be used for retaining a Consultant: Pool Selection, Streamlined RFQ, RFQ or Federal Aid Engineer of Record.

Negotiate Internal Resources

Determine what UDOT internal resources will be required to ensure compliance with Federal Requirements.

Prepare Scope of Work

The LGAPA prepares the scope of work for the project, relying heavily on the funding application.

Review Scope of Work

UDOT PM reviews the scope of work to ensure that the scope is consistent with the original intent of the project that was awarded federal aid and the amount of money available to complete the project.

Prepare ICE

LGAPA prepares the Independent Cost Estimate for the project.

Review ICE & Input into ePM

The UDOT PM reviews the ICE for completeness and accuracy and inputs the final result into ePM.

Request Financial Screening

The UDOT PM requests UDOT Consultant Services perform a financial screening on the Consultant that the LGAPA selected.

Develop Executive Summary

The Design PM develops the Executive Summary in consultation with LGAPA.

Develop Work Plan

The Design PM develops the Work Plan in consultation with LGAPA.

Develop Work Schedule

The Design PM develops the Work Schedule in consultation with LGAPA.

Submit Cost Proposal

The Design PM develops and submits the Cost Proposal to the LGAPA. The LGAPA reviews the Cost Proposal and submits it to the UDOT PM.

Submit Insurance Certification

The Design PM submits the firm's Insurance Certification to the LGAPA as part of the Contract documents.

Submit Approval Memo

The UDOT PM submits an Approval Memo with the Contract documents.

Submit Letter of Concurrence or LG Review Memo

The LGAPA submits a Letter of Concurrence on agency letterhead stating that they have reviewed the Consultant documents and approve the selection (or they may use the LG Review Memo).

Prepare Contract Documents

UDOT Consultant Services processes the contract documents.

Process Contract for Signatures

UDOT Consultant Services obtains the required signatures on the contract.

Send Notice to Proceed

UDOT Consultant Services sends a Notice to Proceed to the Consultant.

Deliverable:

Executed Contract

Activity: 07L Kickoff Meeting

TASK	RESPONSIBLE PARTIES		
	UDOT PM	LGAPA	Design PM
<input type="checkbox"/> Prepare Draft Project Charter		X	X
<input type="checkbox"/> Schedule and Conduct Meeting		X	
<input type="checkbox"/> Finalize Attachment C of Cooperative Agreement	X		

Prepare Draft Project Charter*

The project Charter includes the following elements.

- ☐ Charter
- ☐ Communications plan
- ☐ Scope
- ☐ Schedule
- ☐ Estimate
- ☐ Quality Assurance (QA) Plan

**This can be delegated to the Design PM.*

Schedule and Conduct Meeting:

LGAPA schedules Kickoff meeting. Attendees include:

- ☐ LGAPA
- ☐ Design PM
- ☐ Consultant Design Lead
- ☐ Consultant Environmental Lead
- ☐ Consultant ROW Lead (if applicable)
- ☐ Consultant Structures Lead (if applicable)
- ☐ Consultant Surveyor (if applicable)
- ☐ Consultant or LGA Public Involvement Coordinator
- ☐ LGA Utility Representatives (if applicable)
- ☐ Affected Utility Company Representatives (if applicable)

- ☐ UDOT PM
- ☐ UDOT Region Pre-Construction Engineer
- ☐ UDOT Region Environmental Engineer
- ☐ UDOT Structures Engineer (if applicable)
- ☐ UDOT Central LPA Right-of-Way Manager (cc on ALL projects whether they have Right-of-Way needs or not)

Suggested Agenda:

Introductions

Roles and Responsibilities

Review Project Concept

Project “is, is not”

Update project charter

Schedule

Review the Draft Reasonable Progress milestones

Review consultant’s proposed schedule

Review and Approve Activity durations for ePM Schedule

Obtain commitment to schedule

From LGA

From Consultant

From UDOT

Finalize Reasonable Progress milestone dates

Include schedule in project charter

Budget

Review Project Cost Estimate

Construction estimate (Engineer’s Estimate)

PE

How does it compare with consultant contract?

Is UDOT’s time accounted for?

CE

Is the budget realistic?

ROW

Are all easements accounted for (slope, drainage, temporary construction, utility, perpetual, etc.)?

Are land values realistic?

Identify all acquisitions (those requiring relocation of displaced person or entity) including all fee takes.

Utilities

Is there adequate money for anticipated relocations?

Contingency

At least 20 percent (recommend 25 percent)

Review Consultant budget

Review UDOT budget

Obtain Commitment to Budget

- From LGA
 - From Consultant
 - From UDOT
- Lock budget on screen 220
- Update project charter
- Quality plan
 - Review Consultant's QC/QA plan
 - Review UDOT's expectations regarding QC/QA
 - UDOT QC/QA checklists
 - Red Flag Analysis
 - Update Project Charter
- Communication Plan
 - Develop contact list
 - Develop issue escalation plan
 - Develop project meeting schedule
 - Who will schedule and conduct?
 - Frequency
 - Items to cover
 - Attendees
 - Distribution of minutes (who, when, ...)
 - Communication preferences (e-mail, phone, letter,...)
- Public Involvement Plan
 - What is the Public Involvement plan for the project?
 - Who will be responsible for implementing the plan?
- Project charter
 - Review changes to Draft Project Charter
 - Sign final Project Charter

Finalize Attachment C of Cooperative Agreement

(Currently applies only to Transportation Enhancement projects)

UDOT PM updates Attachment C with final dates from Kickoff Meeting

Distributes to:

- LGAPA
- Consultant Services (2)
- Project file

Deliverables:

- Updated ePM schedule
- Project Charter
- QC/QA plan
- Communications Plan

Activity: 09L Initial Design

TASK	RESPONSIBLE PARTIES	
	Design PM	LGAPA
<input type="checkbox"/> Develop 30 percent plans	X	
<input type="checkbox"/> Develop Pavement Design	X	
<input type="checkbox"/> Enhancement Identification	X	
<input type="checkbox"/> Identify and Prepare Design Exceptions	X	
<input type="checkbox"/> Prepare PDC	X	
<input type="checkbox"/> Update Engineer's Estimate	X	
<input type="checkbox"/> Update ePM Bi-weekly	X	
<input type="checkbox"/> Monitor Design Progress		X

Develop 30 percent plans

30 percent plans must be sufficient to allow completion of the CAT EX. This must include:

- ☐ Traffic Analysis: perform all necessary traffic analysis and determine additional lanes required for proper intersection operation
- ☐ Survey: complete survey
- ☐ Alignments: determine centerline alignments for all roadways and trails
- ☐ Typical sections: define roadway elements, slopes, cut/fill lines, etc.
- ☐ Identify initial drainage elements: curb and gutter, outfalls, cross culverts, ditches, detention/retention basins, etc.
- ☐ Utilities: locate utilities,
- ☐ Right-of-Way: property boundaries,
- ☐ Structure: preliminary situation and layout

Develop Pavement Design

Prepare a pavement design per UDOT standards.

Submit to Region Pavement Engineer for approval.

Enhancement Identification

Identify any enhancement eligible elements.
Apply for funding.

Identify and Prepare Design Exceptions

Review critical elements. Prepare and submit design exceptions as needed.

Prepare PDC

Prepare the project design criteria form available online at: Project Design Criteria (PDC Form) <http://www.udot.utah.gov/go/pdc>

Update Engineer's Estimate

Update Engineer's Estimate to determine if project is still within budget.

Update ePM bi-weekly

Design PM updates ePM bi-weekly with current project information.

Monitor Design Progress

The LGAPA is responsible for monitoring the progress of the design activities to ensure that the design process remains on schedule and within budget. The LGAPA should request frequent status updates from the Design PM (suggest bi-weekly).

Deliverables:

- 30 percent Plans
- PDC
- Engineer's Estimate

Activity: 11L Approve Design Exceptions

TASK	RESPONSIBLE PARTIES	
	UDOT Region Preconstruction Engineer	UDOT Director of Engineering Services
<input type="checkbox"/> Approve Design Exception	X	If applicable

Approve Design Exception

Approve Design Exception per UDOT standards and process. See form online: [Design Exception, Design Waiver, and Deviation from UDOT Standards](#)

This process continues throughout the design of the project as deviations from UDOT standards and specifications are identified.

Deliverable:

Approved Design Exception

Activity: 13L Prepare Cat-Ex

TASK	RESPONSIBLE PARTIES	
	Design PM	LGAPA
<input type="checkbox"/> Prepare Cat-Ex Document	X	
<input type="checkbox"/> Accept Cat-Ex Commitments		X
<input type="checkbox"/> Conduct Public Hearing (if Required)	X	
<input type="checkbox"/> Submit Cat-Ex to UDOT	X	
<input type="checkbox"/> Obtain Required Permits	X	

Prepare Cat-Ex Document

Follow the guidance in the UDOT Environmental Process Manual. Complete the Cat-Ex form on ePM. Attach required supporting documents. Consider the following items while completing the document:

- ☐ Purpose and Need
- ☐ Project Description
- ☐ Noise impacts
- ☐ Cultural impacts
- ☐ Section 4(f) impacts
- ☐ Threatened and Endangered Species
- ☐ Wetland impacts
- ☐ Hazardous Waste
- ☐ Air quality impacts
- ☐ Water quality impacts
- ☐ Environmental Justice impacts
- ☐ Socio-economic impacts

*Consult the Region Environmental staff throughout this process to ensure compliance with Federal Requirements.

Accept Cat-Ex Commitments

The LGAPA accepts the commitments outlined in the environmental document.

Conduct Public Hearing (if Required)

The Design PM conducts a Public Hearing if required by the Cat-Ex document.

Submit Cat-Ex to UDOT

The Design PM submits the completed Cat-Ex form to UDOT for approval.

Obtain Required Permits

The Design PM obtains the required permits for the Cat-Ex document.

Deliverables:

- Completed Cat-Ex document
- Required Permits

Activity: 15L 30 Percent Review

TASK	RESPONSIBLE PARTIES
	LGAPA
<input type="checkbox"/> Schedule 30 Percent Review Meeting	X
<input type="checkbox"/> Conduct 30 Percent Review Meeting	X

Schedule 30 Percent Review Meeting

LGAPA schedules 30 Percent Review meeting. Attendees include:

- ☐ LGAPA
- ☐ Design PM
- ☐ Consultant Design Lead
- ☐ Consultant Environmental Lead
- ☐ Consultant ROW Lead (if applicable)
- ☐ Consultant Structures Lead (if applicable)
- ☐ Consultant Surveyor (if applicable)
- ☐ Consultant or LGA Public Involvement Coordinator
- ☐ LGA Utility Representatives (if applicable)
- ☐ Affected Utility Company Representatives (if applicable)

- ☐ UDOT PM
- ☐ UDOT Region Pre-Construction Engineer
- ☐ UDOT Region Environmental Engineer
- ☐ UDOT Structures Engineer (if applicable)
- ☐ UDOT Central LPA Right-of-Way Manager (cc on ALL projects whether they have Right-of-Way or not)

Conduct 30 Percent Review Meeting

Suggested agenda:

- ☐ Review roadway design
- ☐ Evaluate impacts (i.e. Cut and fills, footprint etc)
- ☐ Field review
- ☐ Right-of-Way review
- ☐ Utilities review
- ☐ Review project schedule

- ☐ Review project budget
- ☐ QC/QA process

Deliverable:

Meeting Minutes

Activity: 17L Approve Cat-Ex

TASK	RESPONSIBLE PARTIES		
	UDOT Region Environmental Staff	UDOT Central Environmental	FHWA
<input type="checkbox"/> Final Review and Approval	X	X	X

Final Review and Approval

Cat-Ex Level I, II

Region Environmental Staff review and approve the submitted documents, if acceptable.

Cat-Ex Level III

Region Environmental Staff and Central Environmental Staff concurrently review the submitted documents. If acceptable, Central Environmental will forward the document to FHWA for approval.

Deliverable:

Approved Cat-Ex document

Activity: 19L 60 Percent Design

TASK	RESPONSIBLE PARTIES	
	Design PM	LGAPA
<input type="checkbox"/> Prepare 60 percent plans	X	
<input type="checkbox"/> Put Environmental Commitments in the Plans and Specifications	X	
<input type="checkbox"/> Update Engineer's Estimate	X	X
<input type="checkbox"/> Update ePM	X	
<input type="checkbox"/> Monitor Design Progress		X

Prepare 60 percent plans

Progress design to the 60 percent level. This includes:

- Prepare the Typical Section Plan Sheets
- Prepare Roadway Plan Sheets
 - Include all callouts
 - Show all sheet details
 - Alignments and stationing
 - North Arrow
 - Cut and fill lines
 - Ditches
- Prepare Profile sheets
 - Include vertical Alignment
 - Include Super-elevation diagram
 - Denote High and Low points
 - Denote zero cross slope points
- Prepare Drainage sheets
 - Include all closed drainage systems
 - Cross culverts
 - Catch basins
 - Storm drainage systems
 - Retention/detention basins
- Signing and Striping Sheets
 - New and Relocated signs
 - Striping removals

- New striping
 - Callouts
- Structure plans
- Signal and Lighting plans
- Utility relocation plans

Put Environmental Commitments in the Plans and Specifications

Design PM checks that all environmental commitments made in the environmental document are included in the project plans and specifications (as needed).

Update Engineer's Estimate

Design PM updates Engineer's Estimate using PDBS. Perform "Red Flag Analysis." Reduce project scope or obtain additional funding if the estimate is not within budget. LGAPA must request approval from UDOT PM.

- Update screen 505 of ePM.

Update ePM bi-weekly

Design PM updates ePM bi-weekly with current project information.

Monitor Design Progress

The LGAPA is responsible for monitoring the progress of the design activities so the design process remains on schedule and within budget. The LGA requests bi-weekly status updates from the Design PM.

Deliverables:

60 Percent Design
Updated Engineer's Estimate

Activity: 21L 60 Percent Review

TASK	RESPONSIBLE PARTIES
	LGAPA
<input type="checkbox"/> Schedule 60 Percent Review Meeting	X
<input type="checkbox"/> Conduct 60 Percent Review Meeting	X

Schedule 60 Percent Review Meeting

LGAPA schedules Design Review meeting. Attendees include:

- ☐ LGAPA
- ☐ Design PM
- ☐ Consultant Design Lead
- ☐ Consultant Environmental Lead
- ☐ Consultant ROW Lead (if applicable)
- ☐ Consultant Structures Lead (if applicable)
- ☐ Consultant Surveyor (if applicable)
- ☐ Consultant or LGA Public Involvement Coordinator
- ☐ LGA Utility Representatives (if applicable)
- ☐ Affected Utility Company Representatives (if applicable)

- ☐ UDOT PM
- ☐ Region Pre-Construction Engineer
- ☐ Region Environmental Engineer
- ☐ UDOT Structures Engineer (if applicable)
- ☐ UDOT Central LPA Right-of-Way Manager (cc on ALL projects whether they have Right-of-Way or not)

Conduct 60 Percent Review Meeting

Suggested agenda:

- ☐ Review roadway design
- ☐ Evaluate impacts (i.e. Cut and fills, footprint, etc.)
- ☐ Environmental Commitments
- ☐ Field review
- ☐ Right-of-Way review
- ☐ Utilities review
- ☐ Review project schedule

- ☐ Review project budget

Deliverable:

Meeting Minutes

Activity: 23L Modify Cooperative Agreement for Right-of-Way

TASK	RESPONSIBLE PARTIES					
	Right-of-Way Lead Agent (most often the Right-of-Way Consultant)	UDOT Central LPA Right-of-Way Manager	UDOT Region Right-of-Way Manager	UDOT PM	LGAPA	UDOT Consultant Services
<input type="checkbox"/> Prepare Preliminary Right-of-Way plans, maps, and documents	X				X	
<input type="checkbox"/> Review Preliminary Right-of-Way plans, maps, and documents			*		X	
<input type="checkbox"/> Develop Coop for Right-of-Way (CAMROW)			X		X	
<input type="checkbox"/> Prepare Resource Plan and Right-of-Way cost proposal		X				
<input type="checkbox"/> Process CAMROW and R-709 for Right-of-Way		X		X		X

*Only when the project impacts a State Highway or Interstate.

Prepare Preliminary Right-of-Way Plans, Maps, and Documents

- ☐ The LGAPA, together with the project team, provides critical parcels early in the process.
- ☐ UDOT PM and LGAPA discuss timeline, scope, and budget with the project team including central Right-of-Way, in an advisory and oversight role.
- ☐ UDOT PM and LGAPA discuss capacity and resource issues.
- ☐ LGAPA prepares the Cost Estimate (aka Shotgun Estimates).
 - LGAPA is responsible for preparing the Cost Estimate and hires one of the following to prepare the final Right-of-Way cost estimate:
 - Real estate professional
 - Lead Agent
 - Right-of-Way Lead Agents from UDOT approved consultant pool
- ☐ Prepare preliminary Right-of-Way Plans, Ownership Records, Office Copies and Summaries required for the acquisition of land and easements for the project.

Review Preliminary Right-of-Way Plans, Maps, and Documents

LGAPA reviews the preliminary plans and documents for accuracy and sends any red-lined plans back to the Right-of-Way Consultant for corrections.

- The UDOT Region Right-of-Way Engineer reviews the Right-of-Way documents if the project impacts a State Highway or Interstate and the property will be acquired in UDOT's name.
- The LGAPA reviews the Right-of-Way documents when the project impacts a city or county road and the property will be acquired in the city or county's name.

Develop Coop Modification for Right-of-Way (CAMROW)

The LGAPA works with the UDOT PM to develop the CAMROW.

Prepare Resource Plan and Right-of-Way cost proposal

- ☐ LGAPA prepares the Resource Plan
 - The Resource Plan identifies the following:
 - LGA staff approved or certified by FHWA and UDOT to work on Right-of-Way activities for the project
 - Consultants hired for each Right-of-Way function
 - Waiver Valuations
 - A waiver valuation is the same as an administrative compensation estimate (ACE)
 - The LPA identifies who will prepare waiver valuations if they will be used
- ☐ LGAPA submits the Resource Plan as an addendum to CAMROW

Process CAMROW and R-709 for Right-of-Way

- ☐ UDOT PM submits five originals of the CAMROW and one original of the Right-of-Way maps, the resource plan, and the preliminary estimate (shotgun estimate) to Consultant Services.
- ☐ Consultant Services receives all applicable items and reviews CAMROW for completeness. Right-of-Way maps, the resource plan and the preliminary estimate are then forwarded to the Central LPA Right-of-Way Manager for approval.
- ☐ Central LPA Right-of-Way Manager reviews and approves Coop Agreement resource plan and the Right-of-Way cost estimate.

- ☐ Consultant Services prepares the R-709 funding request form and forwards it to FHWA for review and approval.
- ☐ FHWA approves the R-709 Right-of-Way funding request form.
- ☐ Consultant Services distributes copies of executed documents to the LGAPA, UDOT PM, and Central LPA Right-of-Way Manager.
- ☐ Right-of-Way activities begin as outlined in the Coop Agreement.
- ☐ LGAPA contracts with the Right-of-Way Lead Agent to perform the Right-of-Way tasks. The Right-of-Way Lead Agent can begin Right-of-Way tasks.

Deliverable:

Executed CAMROW

Executed R-709

Authorization to proceed with Right-of-Way acquisition

Activity: 25L Final Design

TASK	RESPONSIBLE PARTIES	
	Design PM	LGAPA
<input type="checkbox"/> Progress design to 90 percent level	X	
<input type="checkbox"/> Update PDC	X	
<input type="checkbox"/> Monitor Design Progress		X

Progress design to 90 percent level

- ☐ Finalize all plan sheets
- ☐ Prepare Special Provisions
- ☐ Prepare and review Engineer's Estimate following the process required in the Region in which your project resides.

Update PDC

The Design PM updates the PDC for the final time.

Monitor Design Progress

The LGAPA is responsible for monitoring the progress of the design activities so that the design process remains on schedule and within budget. The LGA requests bi-weekly status updates from the Design PM.

Deliverable:

Final Design of the project

Activity: 27L ROW Acquisition

TASK	RESPONSIBLE PARTIES		
	ROW Lead Agent	LGAPA	UDOT Central Right-of-Way
<input type="checkbox"/> Appraisals, Review of appraisals, Acquisitions, Relocations, Condemnations (as necessary)	X		
<input type="checkbox"/> Review of Final Plans and Documents		X	
<input type="checkbox"/> LGA Right-of-Way Certification		X	
<input type="checkbox"/> UDOT Central Right-of-Way Certification			X

Appraisals, Review of appraisals, Acquisitions, Relocations, Condemnations (as necessary)

Right-of-Way acquisition varies in complexity depending on the project. Please refer to the UDOT Right-of-Way Operations Manual for complete guidelines on appraisals, acquisitions, relocations, and condemnations.

UDOT Right-of-Way Operations Manual Online:

<http://www.udot.utah.gov/main/f?p=100:pg:::V,T:21363,808>

Review of Final Plans and Documents

LGAPA reviews the final plans and documents for accuracy and completeness. The Right-of-Way Lead Agent provides the LGAPA with copies of the completed files. The LGAPA stores the documents for possible future audit.

LGA Right-of-Way Certification

LGAPA submits a letter on local agency letterhead to the UDOT PM certifying one of the following:

- All Construction activities are within the confines of the existing Right-of-way and it is cleared for construction
- All Right-of-way has been acquired by Contract and/or Order of Occupancy and it is cleared for construction

- All Right-of-way on the project has been cleared by Contract **with the exception of the parcels which include a limitation of operations** (list parcel or parcels and indicate status of parcel or parcels)

UDOT Central Right-of-Way Certification

The UDOT PM provides the LGA Right-of-Way Certification letter to UDOT Central Right-of-Way. The UDOT Central LPA Right-of-Way Manager obtains necessary verification that the project has been cleared and notifies the UDOT Right-of-Way Director of the project Right-of-Way status. The UDOT Right-of-Way Director issues a letter to UDOT Central Construction when all right-of-way has been satisfactorily obtained or cleared.

Deliverable:

Right-of-Way cleared for the project

Activity: 29L 90 Percent Review

TASK	RESPONSIBLE PARTIES	
	LGAPA	UDOT LGPE
<input type="checkbox"/> Schedule 90 Percent Review Meeting	X	
<input type="checkbox"/> Conduct 90 Percent Review Meeting	X	
<input type="checkbox"/> Approval of Flexible Match		X

Schedule 90 Percent Review Meeting

LGAPA schedules 90 Percent Review meeting. Attendees include:

- ☐ LGAPA
- ☐ Design PM
- ☐ Consultant Design Lead
- ☐ Consultant Environmental Lead
- ☐ Consultant ROW Lead (if applicable)
- ☐ Consultant Structures Lead (if applicable)
- ☐ Consultant Surveyor (if applicable)
- ☐ Consultant or LGA Public Involvement Coordinator
- ☐ LGA Utility Representatives (if applicable)
- ☐ Affected Utility Company Representatives (if applicable)

- ☐ UDOT PM
- ☐ Region Pre-Construction Engineer
- ☐ Region Environmental Engineer
- ☐ UDOT Structures Engineer (if applicable)
- ☐ UDOT Central LPA Right-of-Way Manager (cc on ALL projects whether they have Right-of-Way or not)

Conduct 90 Percent Review Meeting

Suggested agenda:

- ☐ Review roadway design
- ☐ Field review
- ☐ Environmental Commitment review
- ☐ Right-of-Way review
- ☐ Utilities review

- ☐ Review project schedule
- ☐ Review project budget

Approval of Flexible Match

Receive final approval from Local Government Programs Engineer for any soft match the Local wants counted towards the project cost.

Deliverable:

Meeting Minutes

Activity: 31L Prepare Advertising Package

TASK	RESPONSIBLE PARTIES	
	Design PM	LGAPA
<input type="checkbox"/> Address comments from 90 Percent review meeting	X	
<input type="checkbox"/> Assemble Final Plan Set	X	
<input type="checkbox"/> Assemble Special Provisions Book	X	
<input type="checkbox"/> Final Engineer's Estimate Review	X	
<input type="checkbox"/> Complete the Advertising Checklist	X	X
<input type="checkbox"/> Obtain Signatures for PDC	X	

Address comments from 90 percent review meeting

The Design PM addresses comments from 90 percent review meeting.

Assemble Final Plan Set

The Design PM assembles the final plan set following UDOT Standards.

Assemble Special Provisions Book

The Design PM assembles the Special Provisions book detailing all of the specifications for the project following UDOT Standards.

Final Engineer's Estimate Review

The Design PM performs the final review of the Engineer's Estimate.

Complete the Advertising Checklist

Complete the UDOT Federal Advertising Checklist: [Federal Advertising Checklist](#)

Right-of-Way Certification

Ensure that the certification obtained in Activity 27L is included with the project documents.

Utility Certification

The Design PM and the LGAPA obtain the required utility certification. The LGAPA certifies on local agency letterhead one of the following:

- There are no utility conflicts
- All utility conflicts have been cleared
- There are utility conflicts but an agreement is in place for the utility relocation.

Obtain signatures for PDC

The Design PM obtains the signatures required for approved PDC.

Deliverable:

Advertising Package

Activity: 33L Review Advertising Package

TASK	RESPONSIBLE PARTIES
	UDOT PM Support Tech
<input type="checkbox"/> Verify compliance with Advertising Checklist	X
<input type="checkbox"/> Submit package for advertising	X

Verify compliance with Advertising Checklist

See Advertising Checklist: <http://www.udot.utah.gov/main/f?p=100:pg:::T,V:1096>

Submit package for advertising

Submit advertising package to the UDOT Central Construction office for advertising.

Deliverable:

Project ready for advertisement

Activity: 35L Modify Cooperative Agreement and Obtain Consultant Services for Construction

TASK	RESPONSIBLE PARTIES				
	UDOT PM	LGAPA	UDOT Consultant Services	UDOT LGPE	CM Consultant
<input type="checkbox"/> Prepare Cooperative Agreement Modification for Construction (CAMC)	X				
<input type="checkbox"/> Prepare LGA Work Plan		X			
<input type="checkbox"/> Prepare, Submit, and Approve Flexible Match Agreement		X	X	A	
<input type="checkbox"/> Review and Revise Work Plan	X	X			
<input type="checkbox"/> Process Coop Agreement for Signatures	X	X	X		
<input type="checkbox"/> Obtain Consultant Services	X				
<input type="checkbox"/> Negotiate Internal Resources	X				
<input type="checkbox"/> Prepare Scope of Work		X			
<input type="checkbox"/> Review Scope of Work	X		A		
<input type="checkbox"/> Prepare ICE		X			
<input type="checkbox"/> Review ICE and Input Into ePM	X				
<input type="checkbox"/> Request Financial Screening	X				
<input type="checkbox"/> Develop Executive Summary					X
<input type="checkbox"/> Develop Work Plan					X
<input type="checkbox"/> Develop Work Schedule					X

<input type="checkbox"/> Submit Cost Proposal					X
<input type="checkbox"/> Submit Insurance Certification					X
<input type="checkbox"/> Submit Approval Memo	X				
<input type="checkbox"/> Submit Letter of Concurrence or LG Review Memo		X			
<input type="checkbox"/> Prepare Contract Documents			X		
<input type="checkbox"/> Process Contract for signatures			X		
<input type="checkbox"/> Send Notice to Proceed			X		

*A=Approval

Prepare Cooperative Agreement Modification for Construction (CAMC)

UDOT PM prepares the CAMC in coordination with the LGAPA.

Prepare LGA Work Plan

Applies only if the local is performing the construction inspection. The LGAPA develops the Work Plan for completing the construction inspection activities necessary for project construction to UDOT standards.

Prepare, Submit, and Approve Flexible Match Agreement

LGAPA prepares the Flexible Match Agreement if any Soft Match will be used on the project. LGAPA submits the agreement to the UDOT PM. The UDOT PM forwards the agreement to the LGPE to approve or disapprove.

Review and Revise Work Plan

LGAPA and UDOT PM review and revise Work Plan to ensure compliance with UDOT and Federal Requirements.

Process CAMC for Signatures

The UDOT PM provides five original CAMCs to the LGAPA. The LGAPA obtains the signature on the CAMCs from the person with signature authority for the LGA. He/she then forwards the CAMCs to the UDOT PM who processes the CAMCs for the rest of the required signatures.

Obtain Consultant Services

Determine which process you will use in determining Consultant: Pool Selection, Streamlined RFQ, RFQ or Federal Aid Engineer of Record.

LGAPA proceeds with selection of CM Consultant.

Negotiate Internal Resources

Determine what UDOT internal resources will be required during project construction to comply with Federal Requirements.

Prepare Scope of Work

The LGAPA prepares the scope of work for the project construction management.

Review Scope of Work

UDOT PM reviews the scope of work to make sure that UDOT and Federal requirements are met.

Prepare ICE

LGAPA prepares the Independent Cost Estimate for the project.

Review ICE and Input Into ePM

The UDOT PM reviews the ICE for completeness and accuracy and inputs the final result into ePM.

Request Financial Screening

The UDOT PM requests UDOT Consultant Services to perform a financial screening on the CM Consultant that the LGAPA selected.

Develop Executive Summary

The CM Consultant develops the Executive Summary in consultation with LGAPA.

Develop Work Plan

The CM Consultant develops the Work Plan in consultation with LGAPA.

Develop Work Schedule

The CM Consultant develops the Work Schedule in consultation with LGAPA.

Submit Cost Proposal

The CM Consultant develops and submits the Cost Proposal to the LGAPA. The LGAPA reviews the Cost Proposal and submits it to the UDOT PM.

Submit Insurance Certification

The CM Consultant submits their firm's Insurance Certification to the LGAPA. The LGAPA submits this document along with the other Contract documents to the UDOT PM.

Submit Approval Memo

The UDOT PM submits an Approval Memo along with the Contract documents.

Submit Letter of Concurrence or LG Review Memo

The LGAPA submits a Letter of Concurrence on agency letterhead stating that they have reviewed the Consultant documents and approve of the selection. They may choose to use the LG Review Memo instead which states the same thing.

Prepare Contract Documents

UDOT Consultant Services processes the contract documents.

Process Contract for signatures

UDOT Consultant Services processes the contract for required signatures.

Send Notice to Proceed

Once UDOT Consultant Services obtains all signatures, they send a Notice to Proceed to the CM Consultant.

Deliverables:

- Executed CAMC
- Executed CM Consultant Contract

Activity: 37L Advertise Project

TASK	RESPONSIBLE PARTIES	
	Central Construction	LGAPA
<input type="checkbox"/> Central Construction advertises project	X	
<input type="checkbox"/> Submit Letter of Concurrence		X

Central Construction advertises project

Submit Letter of Concurrence

The LGAPA submits a letter of concurrence on agency letterhead to the UDOT PM stating the following:

I agree with the apparent low bid Contractor and request UDOT to award the project for Construction.

Deliverable:

Project under construction